

Chapter 3

Definitions Training



Instructor Guide

Chapter 3: Definitions

Table of Contents

DEFINITIONS OVERVIEW	5
OVERVIEW	7
DEFINITION CONCERNS.....	10
HEALTH AND SAFETY	17
2.1 AIR QUALITY.....	17
2.2 ELECTRICAL HAZARDS.....	18
2.3 ELEVATOR.....	18
2.4 EMERGENCY/ FIRE EXITS	18
2.5 FLAMMABLE MATERIALS	19
2.6 GARBAGE AND DEBRIS	19
2.7 HANDRAILS	19
2.8 HAZARDS	19
2.9 INFESTATION	20
SITE.....	22
3.1 FENCING AND RETAINING WALLS.....	22
3.2 GROUNDS.....	23
3.3 LIGHTING	24
3.4 MAILBOXES/PROJECT SIGNS.....	25
3.5 MARKET APPEAL.....	25
3.6 PARKING LOTS/DRIVEWAYS/ROADS	26
3.7 PLAY AREAS AND EQUIPMENT	26
3.8 REFUSE DISPOSAL	27
3.9 STORM DRAINAGE	27
3.10 WALKWAYS/STEPS.....	28
BUILDING EXTERIOR.....	30
4.1 DOORS	30
4.2 FIRE ESCAPES	31
4.3 FOUNDATIONS.....	31
4.4 LIGHTING	31
4.5 ROOFS.....	32
4.6 WALLS.....	33
4.7 WINDOWS.....	35
BUILDING SYSTEMS.....	38
5.1 DOMESTIC WATER	38
5.2 ELECTRICAL SYSTEM.....	39
5.3 ELEVATORS.....	39
5.4 EMERGENCY POWER.....	40

5.5 EXHAUST SYSTEM	40
5.6 FIRE PROTECTION.....	40
5.7 HVAC	41
5.8 SANITARY SYSTEM.....	42
COMMON AREAS	43
6.1 DEFINITIONS INCLUDED IN ALL COMMON AREAS (EXCLUDING POOLS AND RELATED STRUCTURES, AND TRASH COLLECTION AREAS)	44
6.2 BASEMENT/GARAGE/ CARPORT	48
6.3 CLOSET/UTILITY/MECHANICAL	48
6.4 COMMUNITY ROOM.....	48
6.5 DAY CARE.....	48
6.6 HALLS/CORRIDORS/STAIRS.....	49
6.7 KITCHEN.....	49
6.8 LAUNDRY ROOM.....	50
6.9 LOBBY, OFFICE, OTHER COMMUNITY SPACES.....	51
6.10 PATIO/PORCH/BALCONY.....	51
6.11 POOLS AND RELATED STRUCTURES.....	52
6.12 RESTROOMS/POOL STRUCTURES	52
6.13 STORAGE.....	53
6.14 TRASH COLLECTION AREAS.....	53
UNIT.....	55
7.1 BATHROOM	55
7.2 CALL-FOR-AID.....	56
7.3 CEILING.....	56
7.4 DOORS	57
7.5 ELECTRICAL SYSTEM.....	58
7.6 FLOORS.....	59
7.7 HOT WATER HEATER	59
7.8 HVAC	60
7.9 KITCHEN.....	61
7.10 LIGHTING	62
7.11 OUTLETS/SWITCHES.....	63
7.12 PATIO/PORCH/BALCONY.....	63
7.13 SMOKE DETECTOR	63
7.14 STAIRS.....	64
7.15 WALLS.....	64
7.16 WINDOWS.....	66



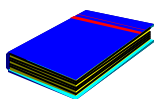
Follow these guidelines when conducting Definitions Training.

GIVE a detailed description of each inspectable item within the six inspectable areas of Health & Safety, Site, Building Exterior, Building Systems, Common Areas, and Unit by performing the following steps:

- Using the PASS 2.1 software on the DCD, demonstrate the steps used to “look up” the definitions on the screen
- Have participants walkthrough these steps using the PASS 2.1 software on their DCD
- Read the definition
- Explain the definition in more detail; use photos and past experiences to provide more clarification
- Discuss the deficiency rating for the definition (to help clarify when a deficiency should be rated as minor, major, or Severe)

COMPLETE the activities detailed at the end of each definition section with the participants

Definitions Overview



Reference

REFER participants to the relevant sections of the following documents:

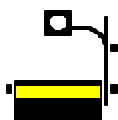
Participant Guide

- Chapter 3, Overview
- Chapter 3, Definitions Concerns



Introduction

The purpose is to provide an overview of the REAC definitions.



Slide

SHOW slide 3-1. (Objectives)

Objectives

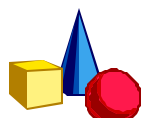


Upon completion of this topic, participants will be able to:

- Understand the importance of entering consistent and objective data in the PASS 2.1 software
- Access definitions using three different methods
- Understand the effects of deviating from the REAC inspection protocol

U.S. Department of Housing and Urban Development

3-1



Learning
Objectives

REVIEW objectives on slide



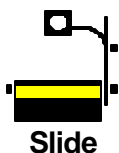
Agenda

Overview (15 minutes)

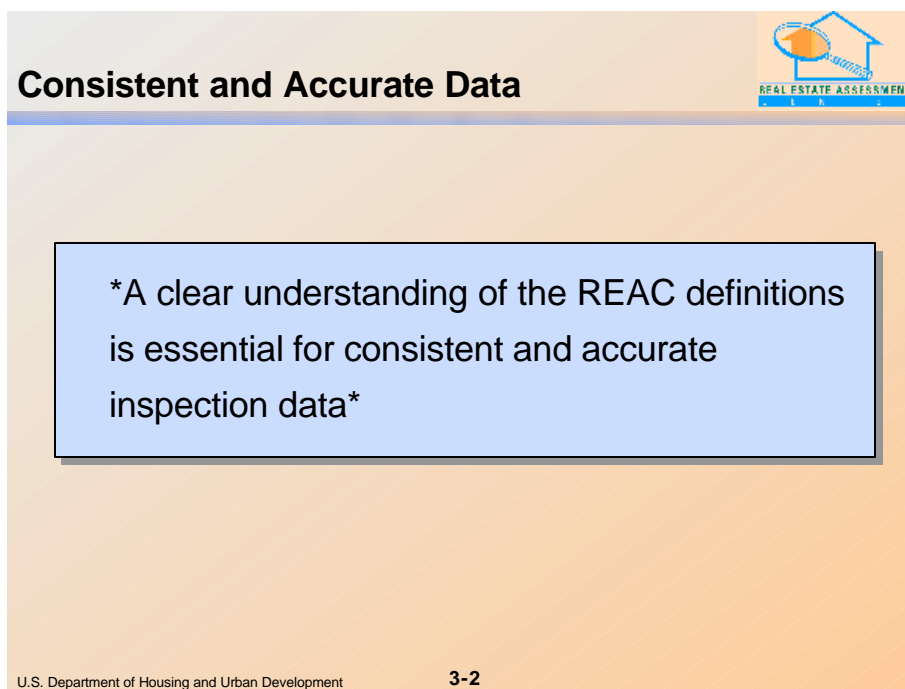
Definitions Concerns (30 minutes)

Total: (45 minutes)

Overview



SHOW slide 3-2. (Consistent and Accurate Data))



Consistent and Accurate Data

A clear understanding of the REAC definitions is essential for consistent and accurate inspection data

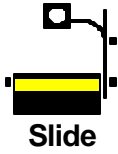
U.S. Department of Housing and Urban Development 3-2

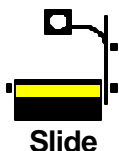


EXPLAIN:

- The importance of fully understanding the definitions and accurately following the protocol in order to obtain consistent and objective inspection results


SHOW slide 3-3. (Accessing Definitions)






Slide

SHOW slide 3-4. (Deficiency Comments)



Deficiency Comments

- Comments required for “Severe” deficiencies
- Comments used to:
 - Identify location and degree of deficiency
 - Inform HUD offices of required follow-up actions
 - Help REAC conduct QA reviews
 - Help Contractor QC improve inspector performance
- Inspectors should:
 - Use key words to describe nature of deficiency
 - Specifically describe location of deficiency
 - Keep comments brief and concise



U.S. Department of Housing and Urban Development 3-4



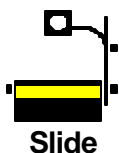
Speaker
Notes

REVIEW points on slide

EXPLAIN:

- Comments must be specific enough that the property owner or HUD representative would be able to locate and identify the deficiency at a later date using just the inspector’s comments
- Inspectors should not cut and paste the exact definition from the PASS 2.1 software to the *Comments* field. Use keywords to accurately describe the deficiency

Definition Concerns



SHOW slide 3-5. (Definition Variances)

Definition Variances



- Definition Variances - *alterations to the standard inspection definitions and procedures as defined by the Physical Inspection Protocol*
 - Improper use of the comments field
 - Disregard for REAC definitions
- Definition protocol must be followed in order to maintain REAC's goal of:
 - providing HUD with consistent, objective, and standardized information about the physical condition of properties

U.S. Department of Housing and Urban Development

3-5




REVIEW points on slide

EXPLAIN:

- Variances are alterations to the standard procedures and definitions as defined by the Physical Inspection Protocol
- REAC is concerned that inspectors may negatively impact property scores by not following inspection procedures and using REAC approved definitions




SHOW slide 3-6. (Deficiency Explanations)



Improper Use of the Comments Field

- Inspector's role is not to determine the "hows" and "whys" of deficiencies
- Inspectors should not rate deficiencies as "Severe" to gain access to the comment field because
 - Negatively impacts scoring
 - "Severe" ratings weighted more heavily than "Minor" or "Major" ratings
 - May cause HUD to take action against the property
- Comments should only be entered to:
 - Indicate the location of the deficiency
 - Describe the deficiency (using keywords from the definitions)



U.S. Department of Housing and Urban Development 3-6

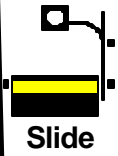


REVIEW points on slide

EXPLAIN:

- Improper Use of the Comments Field:
 - Overloads the PASS 2.1 software with irrelevant information
 - Hinders goal of objective inspections and may impact property scores
- Inspector's role is to assess the physical condition of the property, not determine why or how deficiencies occurred
- It is important that inspectors do not rate deficiencies as "Severe" just to access the *Comments* field. "Severe" ratings are weighted heavily during scoring and may result in HUD taking action against the property.

SHOW slide 3-7. (Discussion)



Discussion

Department of Housing and Urban Development

DISCUSS what when wrong in Scenario 1:

- By listening to and recording deficiency explanations, Alicia reduced her objectivity. She allowed the property owner's explanation of why the window was broken to cloud her assessment of the damaged windowsill.

INSTRUCT the participants to discuss the following scenario:

Scenario 2:

During his inspection of Chalet Woods, Winston Inspector noticed that the maximum occupancy limit for a unit was being violated. While inspecting the walls, Winston noticed three holes about the size of a baseball. Winston rated the deficiency as "Severe" and indicated the resident occupancy issue in the *Comments* field.

DISCUSS what when wrong in Scenario 2:

- Winston inaccurately rated the deficiency as "Severe" (the hole in the wall was less than 8 ½ " by 11 ½ "). In addition to an inaccurate rating, Winston included irrelevant information about resident occupancy numbers. Resident information is not an inspectable item and should not be assessed during the physical inspection.



SHOW slide 3-8. (Disregard for REAC Definitions)

Disregard for REAC Definitions

- Most common form of definition variance
- Redefining deficiency definitions using personal interpretations
 - Creates discrepancies between inspections done by different inspectors
- Difficult to describe ambiguous concepts in factual and verifiable terms
- **Inspectors are required to use REAC definitions**

3-8



REVIEW points on slide

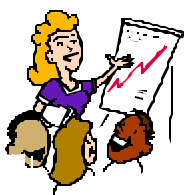
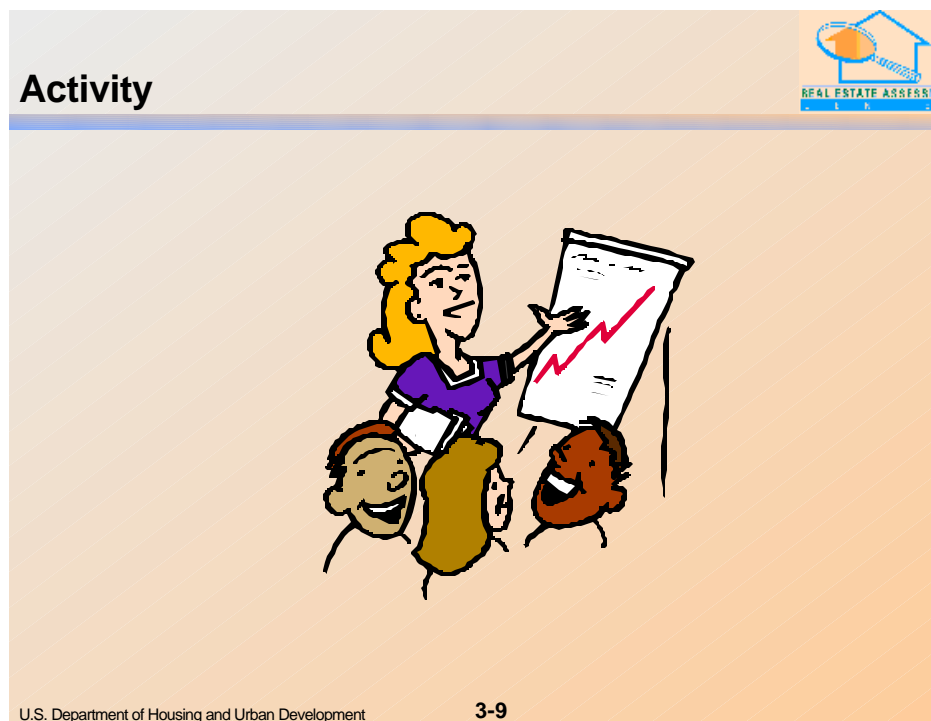
EXPLAIN:

- Disregard for REAC definitions:
 - Results in discrepancies between inspections conducted by different inspectors. One inspector's definition of a "Major" floor deficiency may not match another inspector's definition.
- The success of the Physical Inspection Process is dependent on gathering standardized, verifiable, and accurate data on the physical condition of HUD properties
 - By using standard definitions, REAC can ensure that all inspectors rate deficiencies according the same criteria

U.S.



SHOW slide 3-9. (Activity)



INSTRUCT participants to write a definition for a Damaged/Deteriorated Trim on a Wall. Be sure to have participants include the criteria for “Minor”, “Major”, and “Severe” ratings.

PASS 2.1 Software Definition

Damaged/Deteriorated Trim (Walls)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

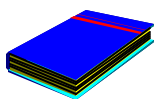
Minor: Small areas of deterioration in the trim surfaces. Visual observations estimate that less than 10% of the wall area surveyed is affected.

Major: Large areas of deterioration in the trim surfaces. Visual observations estimate that 10% to 50% of the wall area surveyed is affected.

Severe: Significant areas of deterioration in the trim surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.

DEBRIEF with the participants. Emphasize the necessity of inspectors to adhere to the REAC definitions in order to maintain the validity and uniformity of the inspection process.

Health and Safety



Reference

REFER participants to the relevant sections of the following documents:

Participant Guide

- Chapter 3, Health and Safety

REVIEW Health and Safety definitions as outlined in the introduction to this chapter.

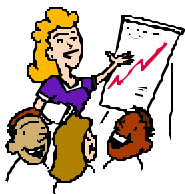
DEFINITIONS

Inspectable Item	Notes
2.1 Air Quality	
<ul style="list-style-type: none">• Mold and/or Mildew Observed	<ul style="list-style-type: none">• NOTE: Not included on Life Threatening H & S report
<ul style="list-style-type: none">• Propane/Natural Gas/Methane Gas Detected	
<ul style="list-style-type: none">• Sewer Odor Detected	

Inspectable Item	Notes
2.2 Electrical Hazards	
<ul style="list-style-type: none"> Exposed Wires/Open Panels 	<ul style="list-style-type: none"> NOTE: If you can reach in and directly touch circuitry, it should be rated as a deficiency NOTE: If a wire is exposed but has wire nuts on it, it should not be assessed as a deficiency SHOW photo HS-3 SHOW photo HS-6 EXPLAIN this photo is also rated MINOR under COMMON AREAS, BASEMENT/GARAGE/CARPORT, WALLS - DAMAGED and rated SEVERE under COMMON AREAS, OUTLETS/SWITCHES/COVER PLATES, MISSING/BROKEN
<ul style="list-style-type: none"> Water Leaks on/near Electrical Equipment 	<ul style="list-style-type: none"> NOTE: Example: Dripping leaks onto floor near electrical equipment
2.3 Elevator	
<ul style="list-style-type: none"> Tripping 	<ul style="list-style-type: none"> NOTE: Not included on Life Threatening H & S report
2.4 Emergency/ Fire Exits	
<ul style="list-style-type: none"> Emergency/Fire Exits Blocked/Unusable 	<ul style="list-style-type: none"> SHOW photo HS-10
<ul style="list-style-type: none"> Missing Exit Signs 	<ul style="list-style-type: none"> NOTE: Not included on Life Threatening H & S report

Inspectable Item	Notes
2.5 Flammable Materials	
<ul style="list-style-type: none"> Improperly Stored 	<ul style="list-style-type: none"> NOTE: Does not address whether flammable material is stored in a metal cabinet
2.6 Garbage and Debris	<ul style="list-style-type: none"> NOTE: Is assessed because it creates problems with rats, mice, and vermin
<ul style="list-style-type: none"> Indoors 	<ul style="list-style-type: none"> SHOW photo HS-14 SHOW photo HS-15
<ul style="list-style-type: none"> Outdoors 	<ul style="list-style-type: none"> NOTE: Includes abandoned furniture and furniture piled outdoors
2.7 Handrails	
<ul style="list-style-type: none"> Indoors 	
<ul style="list-style-type: none"> Outdoors 	
2.8 Hazards	
<ul style="list-style-type: none"> Other 	<ul style="list-style-type: none"> NOTE: If there is anything you feel you must record as a deficiency it should be recorded here. The inspector must indicate specifically what the deficiency is.
<ul style="list-style-type: none"> Sharp Edges 	<ul style="list-style-type: none"> NOTE: Barbed wire should not be recorded as sharp edges because it is serving its intended purpose. An exception is when the barbed wire has fallen and a resident or child can be hurt.

Inspectable Item	Notes
<ul style="list-style-type: none">• Tripping	<ul style="list-style-type: none">• NOTE: Cracks in areas of traffic are considered a safety hazard and should be rated as a deficiency• SHOW photo HS-31• EXPLAIN the photo is also rated SEVERE under SITE, GROUNDS, EROSION AREA because the advanced erosion may pose an unsafe pedestrian condition.• SHOW photo HS-28• EXPLAIN the photo is also rated SEVERE under SITE, WALKWAYS/STEPS, CRACKS/SETTLEMENT/HEAVING because the damage affects traffic ability.
2.9 Infestation	
<ul style="list-style-type: none">• Insects	<ul style="list-style-type: none">• NOTE: Dead insects are cause for a deficiency rating• SHOW photo HS-39
<ul style="list-style-type: none">• Rats/Mice/Vermin	



Activity

PASS out Activity 1 to the group

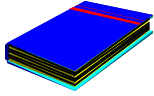
INSTRUCT the group to complete the following steps:

- Review the pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss the deficiency shown in the picture with the group
- Rate the deficiency

REVIEW the answers

- **Photo #1 HS-11**
Inspectable Area: Health and Safety
Inspectable Item: Emergency Fire Exits
Observed Deficiency: Emergency Fire Exits
Blocked/Unusable (chairs)
- **Photo #2 HS-26**
Inspectable Area: Health and Safety
Inspectable Item: Hazards
Observed Deficiency: Tripping

Site



Reference

REFER participants to the relevant sections of the following documents:

Participant Guide

- Chapter 3, Site

REVIEW Site definitions as outlined in the introduction to this chapter.

DEFINITIONS

Inspectable Item	Notes
3.1 Fencing and Retaining Walls	<ul style="list-style-type: none"> • NOTE: A perimeter fence (one surrounding the property) has a higher priority than a fence that a resident may install (around a patio, for example) • SHOW photo S-10 • EXPLAIN photo shows No Observed Deficiency
<ul style="list-style-type: none"> • Damaged or Missing Gates 	
<ul style="list-style-type: none"> • Damaged/Falling/Leaning 	<ul style="list-style-type: none"> • SHOW photo S-7 • EXPLAIN the deficiency shown is rated as MAJOR because the fence shows signs of deterioration, but still serves its designed purpose and presents no security or safety risk
<ul style="list-style-type: none"> • Holes 	
<ul style="list-style-type: none"> • Missing Sections 	<ul style="list-style-type: none"> • NOTE: If a section of fence is missing due to erosion, it should be classified as a hole or erosion

Inspectable Item	Notes
3.2 Grounds	
<ul style="list-style-type: none"> Erosion Areas 	<ul style="list-style-type: none"> SHOW photo S-15 EXPLAIN the deficiency shown is rated as SEVERE because the erosion is advanced and renders the grounds unusable. This automatically generates a Health and Safety concern SHOW photo S-19 EXPLAIN the deficiency shown is rated as SEVERE because it creates an unsafe pedestrian condition. This automatically generates a Health and Safety concern. SHOW photo S-31 EXPLAIN the deficiency shown is rated as SEVERE because of the potential failure of the building foundation. This automatically generates a Health and Safety concern. EXPLAIN the deficiency is also rated as MAJOR under Market Appeal, Litter
<ul style="list-style-type: none"> Overgrown/Penetrating Vegetation 	<ul style="list-style-type: none"> SHOW photo S-22 EXPLAIN the deficiency shown is rated as MAJOR because the tree is in contact with the building SHOW photo S-23 EXPLAIN the deficiency shown is rated as MAJOR because the tree is in contact with the building

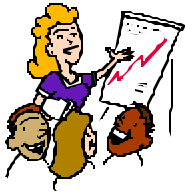
Inspectable Item	Notes
<ul style="list-style-type: none"> Ponding/ Site Drainage 	<ul style="list-style-type: none"> NOTE: Ponding on parking lots/driveways should not be entered here (weighting may be different for the ponding on grounds versus the ponding on parking lots/driveways) SHOW photo S-25 EXPLAIN the deficiency shown is rated as MAJOR because water accumulation has affected the use of a section of the grounds that is normally usable and is between 3" and 5" in depth SHOW photo S-29 EXPLAIN the deficiency shown is rated as MINOR because the accumulation of water is shallow (less than 3 inches)
<ul style="list-style-type: none"> Rutting 	<ul style="list-style-type: none"> NOTE: Rutting is intended to cover conditions in which people drive their cars onto the grounds. It is not sunken in land as a result of other reasons, such as backfill around a sewer line. NOTE: Rutting is man-made, while erosion is nature-made
3.3 Lighting	
<ul style="list-style-type: none"> Broken Fixtures 	
<ul style="list-style-type: none"> Missing/Broken Bulbs 	

Inspectable Item	Notes
3.4 Mailboxes/Project Signs	<ul style="list-style-type: none"> • NOTE: Post office takes care of blue mailboxes on the street; mailboxes on the building or site are taken care of by the property • NOTE: If one person can not get mail, it should be rated as Severe • NOTE: Mailboxes can not and must not be asked to be opened
• Mailbox Missing/Damaged	<ul style="list-style-type: none"> • SHOW photo S-36 • EXPLAIN the deficiency shown is rated as SEVERE because at least one mailbox is missing
• Signs Missing/Damaged	<ul style="list-style-type: none"> • NOTE: Those properties that do not and never had signs should not be assessed for them • NOTE: Numbered signs, as in Unit 234, do not need to be assessed
3.5 Market Appeal	
• Graffiti	
• Litter	<ul style="list-style-type: none"> • NOTE: Only includes litter on the property • SHOW photo S-42 • EXPLAIN the deficiency shown is rated as MAJOR

Inspectable Item	Notes
3.6 Parking Lots/Driveways/Roads	
<ul style="list-style-type: none"> Cracks 	<ul style="list-style-type: none"> SHOW photo S-43 EXPLAIN the photo shows No Observed Deficiency because the crack in the road has been repaired (crack is in lower left corner). NOTE: A crack that has settled or heaved $\frac{3}{4}$ inch should be recorded under Health and Safety, Hazards, Tripping hazard
<ul style="list-style-type: none"> Ponding 	
<ul style="list-style-type: none"> Potholes/Loose Material 	<ul style="list-style-type: none"> SHOW photo S-47 EXPLAIN the deficiency shown is rated as MAJOR because the damage has exposed the subsurface, but the road is still passable
<ul style="list-style-type: none"> Settlement/Heaving 	
3.7 Play Areas and Equipment	<ul style="list-style-type: none"> NOTE: Only include items which are owned by or the responsibility of the property owner NOTE: Safety hazards other than sharp edges should be rated as Health and Safety, Hazards, Other
<ul style="list-style-type: none"> Damaged/Broken Equipment 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Deteriorated Play Area Surface 	<ul style="list-style-type: none"> SHOW photo S-79 EXPLAIN the deficiency shown is rated as MAJOR because the deterioration is between 10% and 50% of the total play area surface EXPLAIN the photo contains multiple deficiencies and should also be rated as SEVERE under DAMAGED/BROKEN EQUIPMENT because the damaged slide poses a risk to children; and as HEALTH AND SAFETY, HAZARDS, TRIPPING
3.8 Refuse Disposal	<ul style="list-style-type: none"> NOTE: Includes large garbage cans NOTE: Slabs should be recorded under Parking Lots/Roads, not under Refuse Disposal
<ul style="list-style-type: none"> Broken/Damaged Enclosure 	<ul style="list-style-type: none"> SHOW photo S-54 EXPLAIN the deficiency shown is rated as SEVERE because the wall of the enclosure is missing SHOW photo S-55 EXPLAIN the deficiency shown is rated as MAJOR because the wall has missing components
<ul style="list-style-type: none"> Inadequate Outside Storage Space 	<ul style="list-style-type: none"> SHOW photo S-57 EXPLAIN the deficiency shown is rated as SEVERE because the trash cannot be stored in the designated area due to under-capacity of refuse storage
3.9 Storm Drainage	
<ul style="list-style-type: none"> Damaged/Broken/Cracked 	
<ul style="list-style-type: none"> Debris/Obstruction/Sediment 	

Inspectable Item	Notes
3.10 Walkways/Steps	
<ul style="list-style-type: none"> Cracks/Settlement/Heaving 	<ul style="list-style-type: none"> NOTE: Stairs separating from the building is NOT considered heaving. SHOW photo S-64 EXPLAIN the deficiency shown is rated as SEVERE because it affects traffic ability EXPLAIN photo is also rated under HEALTH AND SAFETY, HAZARDS, TRIPPING
<ul style="list-style-type: none"> Broken/Missing Hand Railing 	<ul style="list-style-type: none"> SHOW photo S-59 EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Health and Safety concern SHOW photo S-62 EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Health and Safety concern
<ul style="list-style-type: none"> Spalling 	<ul style="list-style-type: none"> SHOW photo S-70 EXPLAIN the deficiency shown is rated as SEVERE because the area is greater than 4" X 4" and affects traffic ability



Activity

PASS out Activity 2 to the group

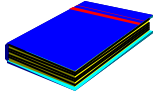
INSTRUCT the group to complete the following steps:

- Review the pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss the deficiency shown in the picture with the group
- Rate the deficiency

REVIEW the answers

- **Photo #1 S-46**
Inspectable Area: Site
Inspectable Item: Parking Lots/Driveways/Roads
Observed Deficiency: Potholes/Loose Materials
Rating: Major
- **Photo #2 S-63**
Inspectable Area: Site
Inspectable Item: Walkways/Steps
Observed Deficiency: Cracks/Settlement/Heaving
Rating: Severe
- **Photo #3 S-45**
Inspectable Area: Site
Inspectable Item: Parking Lots/Driveways/Roads
Observed Deficiency: Ponding
Rating: Major

Building Exterior



Reference

REFER participants to the relevant sections of the following documents:

Participant Guide

- Chapter 3, Building Exterior

REVIEW Building Exterior definitions as outlined in the introduction to this chapter.

DEFINITIONS

Inspectable Item	Notes
4.1 Doors	<ul style="list-style-type: none">• NOTE: An exterior door is one that leads to the outside of the building from the inside or to the inside of the building from the outside; a unit door is one that leads from inside the unit to other areas inside the building
<ul style="list-style-type: none">• Broken/Missing Glazing/Glass	
<ul style="list-style-type: none">• Damaged Frames/Threshold/Lintels/Trim	
<ul style="list-style-type: none">• Damaged Hardware/Locks	
<ul style="list-style-type: none">• Damaged Surface (Holes/Paint/Rusting)	
<ul style="list-style-type: none">• Damaged/Missing Screen/Storm/Security Door	
<ul style="list-style-type: none">• Deteriorated/Missing Caulking/Seals	

Inspectable Item	Notes
<ul style="list-style-type: none"> Missing Door 	<ul style="list-style-type: none"> SHOW photo BE-4 EXPLAIN the deficiency shown is rated as SEVERE because any missing Building Exterior door constitutes a severe condition. It automatically generates a Health and Safety concern
4.2 Fire Escapes	
<ul style="list-style-type: none"> Blocked Egress/Ladders 	
<ul style="list-style-type: none"> Visibly Missing Components 	
4.3 Foundations	
<ul style="list-style-type: none"> Cracks/Gaps 	
<ul style="list-style-type: none"> Spalling/Exposed Rebar 	
4.4 Lighting	<ul style="list-style-type: none"> NOTE: Does not include lighting on the building that is lighting the Site or lights turned on from inside (which are rated under Unit).
<ul style="list-style-type: none"> Broken Fixtures 	<ul style="list-style-type: none"> NOTE: Broken means no light coming from the fixture; a broken globe is not a deficiency if there is light from the fixture NOTE: Sharp edges should be recorded under Health and Safety, Hazards, Sharp Edges

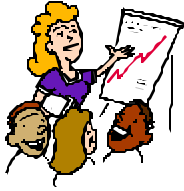
Inspectable Item	Notes
<ul style="list-style-type: none"> Missing/Broken Bulbs 	<ul style="list-style-type: none"> NOTE: Sharp edges should be recorded under Health and Safety, Hazards, Sharp Edges NOTE: More than 10% of the bulbs need to be missing/broken for there to be a deficiency
4.5 Roofs	
<ul style="list-style-type: none"> Damaged/Clogged Drains 	<ul style="list-style-type: none"> Does not include debris around the drain if water can go through the drain
<ul style="list-style-type: none"> Damaged Soffits/Fascia 	<ul style="list-style-type: none"> SHOW photo BE-8 and BE-9 together EXPLAIN the deficiency shown is rated as MINOR because there are no obvious opportunities for water penetration
<ul style="list-style-type: none"> Damaged Vents 	
<ul style="list-style-type: none"> Damaged/Torn Membrane/Missing Ballast 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Missing/Damaged Components from Downspout/Gutter 	<ul style="list-style-type: none"> NOTE: Does not include drains on a flat roof NOTE: If a splashblock is not aligned, it must be assessed SHOW photo BE-11 EXPLAIN the deficiency shown is rated as SEVERE because there is visible damage to the roof SHOW photo BE-34 EXPLAIN this deficiency is rated as SEVERE because drainage system components are visibly missing EXPLAIN the photo contains multiple deficiencies and should also be rated as MINOR under BUILDING EXTERIOR, WALLS, STAINED/PEELING/NEEDS PAINT because less than 50% of the wall is affected. SHOW photo BE-35 EXPLAIN this deficiency is rated as SEVERE because drainage system components are visibly missing
<ul style="list-style-type: none"> Missing/Damaged Shingles 	
<ul style="list-style-type: none"> Ponding (Roofs) 	<ul style="list-style-type: none"> NOTE: Ponding addresses conditions in which water stays on the roof for extended periods of time and/or ruins the roof
4.6 Walls	

Inspectable Item	Notes
<ul style="list-style-type: none"> Cracks/Gaps 	<ul style="list-style-type: none"> NOTE: Hairline cracks are not a deficiency NOTE: Stucco shrinkage is not a deficiency SHOW photo BE-44 EXPLAIN the deficiency shown is rated as SEVERE because there are large gaps visibly estimated to exceed 3/8 inch in width/depth, possibly indicating a serious structural problem
<ul style="list-style-type: none"> Damaged Chimneys 	
<ul style="list-style-type: none"> Missing Pieces/Holes/Spalling 	<ul style="list-style-type: none"> SHOW photo BE-58 EXPLAIN the deficiency shown is rated as SEVERE because more than a few bricks are missing. EXPLAIN that this photo is also rated as MINOR under BUILDING EXTERIOR, DOORS, and DAMAGED SURFACE because this is the only door with any damage. SHOW photo BE-69 EXPLAIN the deficiency shown is rated as SEVERE because more than a few bricks are missing
<ul style="list-style-type: none"> Missing/Damaged Caulking/Mortar 	<ul style="list-style-type: none"> NOTE: Masonry units include concrete block, brick, etc.
<ul style="list-style-type: none"> Stained/Peeling/Needs Paint 	<ul style="list-style-type: none"> SHOW photo BE-73 EXPLAIN the deficiency shown is rated as MINOR because the damage affects less than 50% of the building exterior walls SHOW photo BE-74 EXPLAIN the deficiency shown is rated as MINOR because the damage affects less than 50% of the building exterior walls

Inspectable Item	Notes
4.7 Windows	<ul style="list-style-type: none"> • NOTE: Be sure not to rate the same window under building and unit • NOTE: Boarded up windows are not assessed unless the apartment is lived in
<ul style="list-style-type: none"> • Broken/Missing/ Cracked Panes 	<ul style="list-style-type: none"> • NOTE: Example: A double pane window with the outer pane broken should not be recorded if above the ground floor
<ul style="list-style-type: none"> • Damaged/Missing Screens 	<ul style="list-style-type: none"> • NOTE: Example of a damaged screen: Grasshoppers ate through the screen
<ul style="list-style-type: none"> • Damaged Sills/Frames/Lintels/ Trim 	
<ul style="list-style-type: none"> • Missing/Deteriorated Caulking/Glazing Compound 	<ul style="list-style-type: none"> • SHOW photo BE-76 • EXPLAIN the deficiency shown is rated as MINOR because the deteriorated caulk is confined to small areas with no evidence of damage to the window and/or surrounding structure • EXPLAIN the photo should also be rated as MINOR under BUILDING EXTERIOR, WALLS, CRACKS/GAPS because the damage is less than 1/8" in depth/width.
<ul style="list-style-type: none"> • Peeling/Needs Paint 	<ul style="list-style-type: none"> • NOTE: Aluminum, anodized windows are not included • SHOW photo BE-84 • EXPLAIN this deficiency is rated as MINOR

Inspectable Item	Notes
<ul style="list-style-type: none">Security Bars Prevent Egress	<ul style="list-style-type: none">NOTE: There must be one exit for every room: An exit includes a door to the outside, a window, or any other way that residents can get out of the unit to the outsideNOTE: Padlocks count as blocked exits. The excuse “resident has the key” is not acceptableSHOW photo BE-92EXPLAIN this deficiency is rated as SEVERE and automatically generates a Life Threatening Health and Safety concernSHOW photo BE-94EXPLAIN this deficiency is rated as SEVERE and automatically generates a Life Threatening Health and Safety concern



Activity

PASS out Activity 3 to the group

INSTRUCT the group to complete the following steps:

- Review the pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss the deficiency shown in the picture with the group
- Rate the deficiency

REVIEW the answers

- **Photo #1 BE-10**
Inspectable Area: Building Exterior
Inspectable Item: Roofs
Observed Deficiency: Damaged Soffits/Fascia
Rating: Severe
- **Photo #2 BE-25**
Inspectable Area: Building Exterior
Inspectable Item: Roofs
Observed Deficiency: Missing Damaged Components from Downspout /Gutter
Rating: Severe
- **Photo #3 BE-87**
Inspectable Area: Building Exterior
Inspectable Item: Windows
Observed Deficiency: Peeling/Needs Paint
Rating: Minor



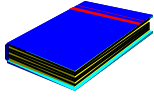
Homework

PASS out homework assignment #1

INSTRUCT participants to complete homework for the following class day

REVIEW homework with class the morning the homework is due
(Refer to homework packet for answer key)

Building Systems



Reference

REFER participants to the relevant sections of the following documents:

Participant Guide

- Chapter 3, Building Systems

REVIEW Building Systems definitions as outlined in the introduction to this chapter.

DEFINITIONS

Inspectable Item	Notes
5.1 Domestic Water	
• Central Hot Water Supply Inoperable	
• Leaking Central Water Supply	
• Misaligned Ventilation System	
• Missing Pressure Relief Valve	
• Rust/Corrosion on Heater Chimney	
• Rust/Corrosion - Central Water Components	
• Water Supply Inoperable	• NOTE: If water supply is unavailable, it is inoperable

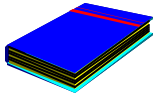
Inspectable Item	Notes
5.2 Electrical System	
<ul style="list-style-type: none"> Blocked Access/Improper Storage 	<ul style="list-style-type: none"> NOTE: Examples: 5 gallons of paint thinner in front of an electrical panel
<ul style="list-style-type: none"> Burnt Breakers 	
<ul style="list-style-type: none"> Evidence of Leaks/Corrosion 	<ul style="list-style-type: none"> NOTE: Do not include surface rust if it does not affect electrical enclosure
<ul style="list-style-type: none"> Frayed Wiring 	
<ul style="list-style-type: none"> Missing Breakers 	<ul style="list-style-type: none"> NOTE: Openings must be covered with an appropriate covering (not duct tape or aluminum foil) SHOW photo BS-5 EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Life Threatening Health and Safety; this is a deficiency because aluminum foil does not constitute adequate coverage for missing breakers.
<ul style="list-style-type: none"> Missing Covers 	<ul style="list-style-type: none"> NOTE: Telephone boxes should not be assessed because they are low voltage SHOW photo BS-10 EXPLAIN this deficiency is rated as SEVERE and automatically generates a Life Threatening Health and Safety concern
5.3 Elevators	

Inspectable Item	Notes
<ul style="list-style-type: none"> Not Operable 	<ul style="list-style-type: none"> NOTE: If the elevator is operable, but there is no working light in it, it should be covered under Health and Safety, Hazards, Other SHOW photo BS-11 EXPLAIN this deficiency is rated as SEVERE and automatically generates a Health and Safety concern
5.4 Emergency Power	
<ul style="list-style-type: none"> Auxiliary Lighting Inoperable 	
<ul style="list-style-type: none"> Run-Up Records/ Documentation Not Available 	<ul style="list-style-type: none"> NOTE: If the property owner says they have the records on their computer, ask to see their computer NOTE: If the project owner has proof of a service that maintains the generators, the item should be marked as NOD
5.5 Exhaust System	
<ul style="list-style-type: none"> Roof Exhaust Fans Inoperable 	
5.6 Fire Protection	
<ul style="list-style-type: none"> Missing Sprinkler Head 	<ul style="list-style-type: none"> NOTE: Anything that interferes with the spray head is considered blocking NOTE: Sprinklers in range hoods, if installed, should be assessed

Inspectable Item	Notes
<ul style="list-style-type: none"> Missing/Damaged/Expired Extinguishers 	<ul style="list-style-type: none"> WAR STORY: A NYC fire breakout occurred where the sprinklers did not go off because the water had been turned off and the fire fighters could not fight the fire because the hoses were missing from the fire extinguishers - 6 people died SHOW photo BS-12 EXPLAIN this deficiency is rated as SEVERE and automatically generates a Life Threatening Health and Safety concern
5.7 HVAC	
<ul style="list-style-type: none"> Boiler/Pump Leaks 	
<ul style="list-style-type: none"> Fuel Supply Leaks 	<ul style="list-style-type: none"> NOTE: This includes the fuel pump
<ul style="list-style-type: none"> Gas Fired Unit— Missing/Misaligned Chimney 	<ul style="list-style-type: none"> SHOW photo BS-13 EXPLAIN this deficiency is rated as SEVERE and automatically generates a Life Threatening Health and Safety concern
<ul style="list-style-type: none"> General Rust/Corrosion 	

Inspectable Item	Notes
5.8 Sanitary System	
<ul style="list-style-type: none">Broken/Leaking/Clogged Pipes or Drains	<ul style="list-style-type: none">SHOW photo BS-15EXPLAIN this deficiency is rated as SEVERE and automatically generates a Health and Safety concernSHOW photo BS-16EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Health and Safety concern
<ul style="list-style-type: none">Missing Drain/Cleanout/Manhole Covers	<ul style="list-style-type: none">NOTE: Even if the manhole is owned by the city, it must be assessed to reduce liability

Common Areas



Reference

REFER participants to the relevant sections of the following documents:

Participant Guide

- Chapter 3, Common Areas

REVIEW Common Areas definitions as outlined in the introduction to this chapter.

DEFINITIONS

Inspectable Item	Notes
6.1 Definitions included in all Common Areas (excluding Pools and Related Structures, and Trash Collection Areas)	
<ul style="list-style-type: none"> • Ceiling - Bulging/Buckling 	
<ul style="list-style-type: none"> • Ceiling – Holes/Missing Tiles/Panels/Cracks 	<ul style="list-style-type: none"> • NOTE: If a hole in the ceiling allows you to see through into an attic, do not address as Severe • SHOW photo CA-18 • EXPLAIN this deficiency is seen in the HALLS/CORRIDORS/STAIRS and is rated as MAJOR because the hole is visually estimated to be larger than a sheet of paper (8 1/2 x 11 inches) but does not fully penetrate into the area above (cannot see through it)
<ul style="list-style-type: none"> • Ceiling – Needs Paint 	
<ul style="list-style-type: none"> • Ceiling – Water Stains/Water Damage/Mold/Mildew 	<ul style="list-style-type: none"> • SHOW photo CA-24 • EXPLAIN this deficiency is seen in the LAUNDRY ROOM and is rated as MAJOR because between that 10% to 50% of the ceiling area has minor damage. This should be rated the same way under WALLS.
<ul style="list-style-type: none"> • Doors – Broken/Missing Glazing/Glass 	
<ul style="list-style-type: none"> • Doors – Damaged Frames/Thresholds/Lintels/Trim 	<ul style="list-style-type: none"> • SHOW photo CA-27 • EXPLAIN this deficiency is seen in the LOBBY and is rated as SEVERE because although the damage is minor, it is an entry door and therefore automatically rated severe

Inspectable Item	Notes
• Doors – Damaged Hardware/Locks	
• Doors – Damaged Surface (Holes/ Paint/Rusting)	• NOTE: An entry door in a common area should be rated as Severe if it has a damaged surface
• Doors - Damaged/Missing Screen/Storm/Security Door	
• Doors –Deteriorated/Missing Seals	
• Doors - Missing Door	
• Electrical - Blocked Access to Electrical Panel	
• Electrical - Burnt Breakers	
• Electrical - Evidence of Leaks/Corrosion	
• Electrical - Frayed Wiring	
• Electrical - Missing Breakers	
• Electrical - Missing Covers	
• Floors – Bulging/Buckling	• NOTE: Floors that are missing nails are not considered to be bulging or buckling
• Floors – Floor Covering Damage	• NOTE: If there are floor coverings, they must be assessed, no matter who put the covering down
• Floors – Missing Flooring	

Inspectable Item	Notes
<ul style="list-style-type: none"> Floors –Needs Paint 	<ul style="list-style-type: none"> NOTE: Does not apply to hardwood floor finishes
<ul style="list-style-type: none"> Floors –Rot/Deteriorated Subfloor 	
<ul style="list-style-type: none"> Floors – Water Stains/Water Damage/Mold/Mildew 	<ul style="list-style-type: none"> SHOW photo CA-5 EXPLAIN this deficiency is seen in the BASEMENT/GARAGE/CARPORT and is rated as SEVERE because visual observations estimate that a large portion (more than 10%) of the floor has been exposed to substantial saturation or damage due to water, mold, or mildew
<ul style="list-style-type: none"> Lighting - Missing/ Inoperable Fixture 	
<ul style="list-style-type: none"> Outlets/Switches/ Cover Plates - Missing or Broken 	
<ul style="list-style-type: none"> Smoke Detector - Missing/Inoperable 	
<ul style="list-style-type: none"> Stairs – Broken/Damaged/ Missing Steps 	
<ul style="list-style-type: none"> Stairs – Broken/Missing Hand Railing 	
<ul style="list-style-type: none"> Walls – Bulging/Buckling 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Walls – Damaged 	<ul style="list-style-type: none"> SHOW photo CA-10 EXPLAIN this deficiency is seen in the BASEMENT/GARAGE/CARPORT shown is rated as MINOR because the damage is less than 8 1/2” by 11”. EXPLAIN this photo is also rated SEVERE under COMMON AREAS, BASEMENT/GARAGE/CARPORT, OUTLETS/SWITCHES-COVER PLATES-MISSING/BROKEN and HEALTH AND SAFETY, ELECTRICAL HAZARDS, EXPOSED WIRES/OPEN PANELS
<ul style="list-style-type: none"> Walls – Damaged/Deteriorated Trim 	
<ul style="list-style-type: none"> Walls –Needs Paint 	
<ul style="list-style-type: none"> Walls - Missing Pieces/Holes/Spalling 	
<ul style="list-style-type: none"> Walls – Water Stains/Water Damage/Mold/Mildew 	
<ul style="list-style-type: none"> Windows – Cracked/Broken/Missing Panes 	
<ul style="list-style-type: none"> Windows – Damaged Window Sill 	
<ul style="list-style-type: none"> Windows - Deteriorated/Missing Caulking/Seals 	
<ul style="list-style-type: none"> Windows - Inoperable/Not Lockable 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Windows - Peeling/Needs Paint 	
<ul style="list-style-type: none"> Windows – Security Bars Prevent Egress 	
6.2 Basement/Garage/ Carport	
6.3 Closet/Utility/Mechanical	
6.4 Community Room	
<ul style="list-style-type: none"> HVAC - Convection/Radiant Heat System Covers 	
<ul style="list-style-type: none"> HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> HVAC - Inoperable 	
<ul style="list-style-type: none"> HVAC - Noisy/Vibrating/Leaking 	
<ul style="list-style-type: none"> HVAC - Rusted/Corroded 	
6.5 Day Care	
<ul style="list-style-type: none"> HVAC - Convection/Radiant Heat System Covers 	

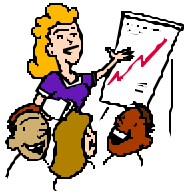
Inspectable Item	Notes
<ul style="list-style-type: none"> HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> HVAC - Inoperable 	
<ul style="list-style-type: none"> HVAC - Noisy/Vibrating/ Leaking 	
<ul style="list-style-type: none"> HVAC - Rusted/Corroded 	
6.6 Halls/Corridors/Stairs	
<ul style="list-style-type: none"> Graffiti 	
<ul style="list-style-type: none"> HVAC - Convection/Radiant Heat System Covers 	
<ul style="list-style-type: none"> HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> HVAC - Inoperable 	
<ul style="list-style-type: none"> HVAC - Noisy/Vibrating/ Leaking 	
<ul style="list-style-type: none"> HVAC - Rusted/Corroded 	
<ul style="list-style-type: none"> Mailbox Missing/Damaged 	
6.7 Kitchen	
<ul style="list-style-type: none"> Cabinets -Missing/ Damaged 	
<ul style="list-style-type: none"> Countertops -Missing/ Damaged 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Dishwasher/Garbage Disposal Damaged/Inoperable 	
<ul style="list-style-type: none"> Exhaust System - Excessive Grease/Inoperable 	
<ul style="list-style-type: none"> GFI - Inoperable 	<ul style="list-style-type: none"> NOTE: GFI must be present to be rated. GFI's are often not in kitchens due to local code changes. If GFI is present, use the button to see if it is working.
<ul style="list-style-type: none"> Plumbing - Clogged Drains 	
<ul style="list-style-type: none"> Plumbing - Leaking Faucet/Pipes 	
<ul style="list-style-type: none"> Range Hoods/Exhaust Fans - Excessive Grease/Inoperable 	
<ul style="list-style-type: none"> Range/Stove - Missing/Damaged/Inoperable 	<ul style="list-style-type: none"> NOTE: Many ranges have electronic igniters, not pilot lights, which if turned too far, won't ignite. Inspectors should listen for the "tick, tick, tick."
<ul style="list-style-type: none"> Refrigerator - Missing/Damaged/Inoperable 	
<ul style="list-style-type: none"> Sink - Damaged/Missing 	
6.8 Laundry Room	
<ul style="list-style-type: none"> Dryer Vent Missing/Damaged/Inoperable 	<ul style="list-style-type: none"> NOTE: Inspectors must check for lint; if lint is visible, it should be rated
<ul style="list-style-type: none"> GFI - Inoperable 	
<ul style="list-style-type: none"> HVAC - Convection/Radiant Heat System Covers 	

Inspectable Item	Notes
<ul style="list-style-type: none"> HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> HVAC - Inoperable 	
<ul style="list-style-type: none"> HVAC - Noisy/Vibrating/Leaking 	
<ul style="list-style-type: none"> HVAC - Rusted/Corroded 	
6.9 Lobby, Office, Other Community Spaces	<ul style="list-style-type: none"> NOTE: Other community spaces are all spaces that don't fit other categories of common areas. Examples include: maintenance rooms, commercial areas, study rooms, etc. All are collectively one inspectable item.
<ul style="list-style-type: none"> HVAC - Convection/Radiant Heat System Covers 	
<ul style="list-style-type: none"> HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> HVAC - Inoperable 	
<ul style="list-style-type: none"> HVAC - Noisy/Vibrating/Leaking 	
<ul style="list-style-type: none"> HVAC - Rusted/Corroded 	
6.10 Patio/Porch/Balcony	
<ul style="list-style-type: none"> Baluster/Side Railings Damaged 	<ul style="list-style-type: none"> NOTE: Includes those around balconies/decks

Inspectable Item	Notes
6.11 Pools and Related Structures	<ul style="list-style-type: none"> • NOTE: Does not include locker rooms (which are addressed under Restrooms/Pool Structures)
<ul style="list-style-type: none"> • Fencing - Damaged/Not Intact 	<ul style="list-style-type: none"> • NOTE: Outdoor fence surrounding and protecting the pool
<ul style="list-style-type: none"> • Pool - Not Operational 	
6.12 Restrooms/Pool Structures	<ul style="list-style-type: none"> • NOTE: This includes all Common Area restrooms
<ul style="list-style-type: none"> • GFI - Inoperable 	
<ul style="list-style-type: none"> • HVAC - Convection/Radiant Heat System Covers 	
<ul style="list-style-type: none"> • HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> • HVAC - Inoperable 	
<ul style="list-style-type: none"> • HVAC - Noisy/Vibrating/Leaking 	
<ul style="list-style-type: none"> • HVAC - Rusted/Corroded 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Restroom Cabinet - Damaged/Missing 	
<ul style="list-style-type: none"> Shower/Tub - Damaged/Missing 	
<ul style="list-style-type: none"> Ventilation/Exhaust System - Inoperable 	
<ul style="list-style-type: none"> Water Closet/Toilet - Damaged/Clogged/Missing 	
6.13 Storage	
<ul style="list-style-type: none"> HVAC - Convection/Radiant Heat System Covers 	
<ul style="list-style-type: none"> HVAC - Gas Fired Unit - Missing/Misaligned Chimney 	
<ul style="list-style-type: none"> HVAC - Inoperable 	
<ul style="list-style-type: none"> HVAC - Noisy/Vibrating/Leaking 	
<ul style="list-style-type: none"> HVAC - Rusted/Corroded 	
6.14 Trash Collection Areas	
<ul style="list-style-type: none"> Chutes - Damaged/Missing Components 	



Activity

PASS out Activity 4 to the group

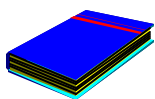
INSTRUCT the group to complete the following steps:

- Review the pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss the deficiency shown in the picture with the group
- Rate the deficiency

REVIEW the answers

- **Photo #1 CA-13**
Inspectable Area: Common Area
Inspectable Item: Community Room
Observed Deficiency: Doors - Missing Door
Rating: Severe
- **Photo #2 CA-28**
Inspectable Area: Common Area
Inspectable Item: Lobby
Observed Deficiency: Smoke Detector - Missing/Inoperable
Rating: Severe (automatically generates a Life Threatening Health and Safety concern)
- **Photo #3 CA-30**
Inspectable Area: Common Area
Inspectable Item: Office
Observed Deficiency: Doors - Damaged Hardware/Locks
Rating: Severe

Unit



Reference

REFER participants to the relevant sections of the following documents:

Participant Guide

- Chapter 3, Unit

REVIEW Unit definitions as outlined in the introduction to this chapter.

DEFINITIONS

Inspectable Item	Notes
7.1 Bathroom	
<ul style="list-style-type: none"> • Bathroom Cabinets—Damaged/Missing 	<ul style="list-style-type: none"> • SHOW photo U-3 • EXPLAIN the deficiency shown is rated as MINOR because the cabinet has damaged shelves and doors, but is still usable
<ul style="list-style-type: none"> • Lavatory Sink—Damaged/Missing 	<ul style="list-style-type: none"> • SHOW photo U-5 • EXPLAIN the deficiency shown is rated as MINOR because the sink is still usable
<ul style="list-style-type: none"> • Plumbing—Clogged Drains 	
<ul style="list-style-type: none"> • Plumbing—Leaking Faucet/Pipes 	
<ul style="list-style-type: none"> • Shower/Tub—Damaged/Missing 	
<ul style="list-style-type: none"> • Ventilation/Exhaust System—Inoperable 	<ul style="list-style-type: none"> • SHOW photo U-8 • EXPLAIN the deficiency shown is rated as SEVERE

Inspectable Item	Notes
<ul style="list-style-type: none"> Water Closet - Damaged/Clogged/Missing 	<ul style="list-style-type: none"> SHOW photo U-9 EXPLAIN the deficiency shown is rated as MAJOR because the cover is damaged SHOW photo U-10 EXPLAIN the deficiency shown is rated as MAJOR because the cover is damaged
7.2 Call-for-Aid	
<ul style="list-style-type: none"> Inoperable 	<ul style="list-style-type: none"> NOTE: Do not check the Call-for Aid (by pushing the button) if connected to the fire department - ask the resident if the button works
7.3 Ceiling	
<ul style="list-style-type: none"> Bulging/Buckling 	
<ul style="list-style-type: none"> Holes/Missing Tiles/Panels 	<ul style="list-style-type: none"> SHOW photo U-14 EXPLAIN the deficiency shown is rated as MAJOR because the hole is visually estimated to be larger than a sheet of paper (8 1/2 x 11 inches) but does not fully penetrate into the unit above (cannot see through it) SHOW photo U-18 EXPLAIN the deficiency shown is rated as SEVERE because the hole penetrates into the unit above
<ul style="list-style-type: none"> Needs Paint 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Water Stains/Water Damage/Mold/Mildew 	<ul style="list-style-type: none"> SHOW photo U-20 EXPLAIN the deficiency shown is rated as MINOR because the damage exists over a small area (less than 4 sq. ft.)
7.4 Doors	
<ul style="list-style-type: none"> Broken/Missing Glazing/Glass 	
<ul style="list-style-type: none"> Damaged Frames/Threshold/Lintels/Trim 	<ul style="list-style-type: none"> SHOW photo U-51 EXPLAIN the deficiency shown is rated as MINOR because the damage is to a single door and does not hinder door operation EXPLAIN this photo is also rated SEVERE under UNIT, OUTLETS/SWITCHES, MISSING/BROKEN COVER PLATES and automatically generates a Health and Safety concern
<ul style="list-style-type: none"> Damaged Hardware/Locks 	<ul style="list-style-type: none"> SHOW photo U-44 EXPLAIN the deficiency shown is rated as SEVERE because the door is rendered unlockable EXPLAIN the photo is also rated as SEVERE under UNIT, DOORS, DAMAGED SURFACE because although the damage is minor, the door is a bathroom door and therefore automatically rated severe (Holes/Paint/Rusting)
<ul style="list-style-type: none"> Damaged Surface (Holes/Paint/Rusting) 	<ul style="list-style-type: none"> SHOW photo U-45 EXPLAIN the deficiency shown is rated as SEVERE because the hole is larger than 1 inch in diameter

Inspectable Item	Notes
<ul style="list-style-type: none"> Damaged/Missing Screen/Storm/Security Door 	<ul style="list-style-type: none"> NOTE: Major and Severe ratings only apply to security doors SHOW photo U-47 EXPLAIN the deficiency shown is rated as MINOR because only one screen door is missing
<ul style="list-style-type: none"> Deteriorated/Missing Seals (Entry Only) 	<ul style="list-style-type: none"> SHOW photo U-49 EXPLAIN the deficiency shown is rated as SEVERE
<ul style="list-style-type: none"> Missing Door 	
7.5 Electrical System	
<ul style="list-style-type: none"> Blocked Access to Electrical Panel 	
<ul style="list-style-type: none"> Burnt Breakers 	
<ul style="list-style-type: none"> Evidence of Leaks/Corrosion 	
<ul style="list-style-type: none"> Frayed Wiring 	
<ul style="list-style-type: none"> GFI Inoperable 	
<ul style="list-style-type: none"> Missing Breakers 	
<ul style="list-style-type: none"> Missing Covers 	<ul style="list-style-type: none"> NOTE: Not rated for low-voltage boxes such as telephone, cable

Inspectable Item	Notes
7.6 Floors	
<ul style="list-style-type: none"> Bulging/Buckling 	
<ul style="list-style-type: none"> Floor Covering Damage 	<ul style="list-style-type: none"> SHOW photo U-58 EXPLAIN the deficiency shown is rated as MINOR because less than 10% of the floor area is affected and it does not present a safety hazard SHOW photo U-59 EXPLAIN the deficiency shown is rated as SEVERE because the underlying material is exposed
<ul style="list-style-type: none"> Missing Flooring 	<ul style="list-style-type: none"> SHOW photo U-60 EXPLAIN the deficiency shown is rated as MAJOR because 10% to 50% of the floors have missing tiles
<ul style="list-style-type: none"> Needs Paint 	
<ul style="list-style-type: none"> Rot/Deteriorated Subfloor 	
<ul style="list-style-type: none"> Water Stains/Water Damage/Mold/Mildew 	
7.7 Hot Water Heater	
<ul style="list-style-type: none"> Gas Fired Unit— Missing/Misaligned Chimney 	<ul style="list-style-type: none"> NOTE: If the chimney is bent or smashed, it should be assessed as misaligned; also includes oil, diesel, kerosene

Inspectable Item	Notes
------------------	-------

- Inoperable Unit/Components

Inspectable Item	Notes
7.9 Kitchen	
<ul style="list-style-type: none"> Cabinets—Missing/Damaged 	<ul style="list-style-type: none"> SHOW photo U-70 EXPLAIN the deficiency shown is rated as MAJOR because up to 50% cabinets are missing/damaged
<ul style="list-style-type: none"> Countertops—Missing/Damaged 	<ul style="list-style-type: none"> SHOW photo U-79 EXPLAIN the deficiency shown is rated as MAJOR because the surface shows advanced stage of deterioration
<ul style="list-style-type: none"> Dishwasher/Garbage Disposal Damaged/Inoperable 	
<ul style="list-style-type: none"> Plumbing—Clogged Drains 	
<ul style="list-style-type: none"> Plumbing—Leaking Faucets/Pipes 	<ul style="list-style-type: none"> SHOW photo U-81 EXPLAIN the deficiency shown is rated as MINOR because the leak/drip is contained by pipes. Faucet is usable
<ul style="list-style-type: none"> Range Hoods/Exhaust Fans—Excessive Grease/Inoperable 	

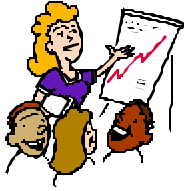
Inspectable Item	Notes
<ul style="list-style-type: none"> Range/Stove—Missing/Damaged/Inoperable 	<ul style="list-style-type: none"> SHOW photo U-85 EXPLAIN the deficiency shown is rated as SEVERE because the range/stove is inoperable (missing knobs) SHOW photo U-86 EXPLAIN the deficiency shown is rated as SEVERE because the range is missing burners and is inoperable SHOW photo U-87 EXPLAIN the deficiency shown is rated as SEVERE because the burners are damaged and the range is inoperable
<ul style="list-style-type: none"> Refrigerator - Missing/Damaged/Inoperable 	<ul style="list-style-type: none"> SHOW photo U-89 EXPLAIN the deficiency shown is rated as MINOR because the refrigerator is damaged but still operational
<ul style="list-style-type: none"> Sink—Missing/Damaged 	<ul style="list-style-type: none"> SHOW photo U-91 EXPLAIN the deficiency shown is rated as SEVERE because the sink hardware is missing and the sink does not work. This automatically generates a Health and Safety concern
7.10 Lighting	
<ul style="list-style-type: none"> Missing/Inoperable Fixture 	

Inspectable Item	Notes
7.11 Outlets/Switches	
<ul style="list-style-type: none"> Missing 	<ul style="list-style-type: none"> NOTE: If the outlet was never there, it is not missing
<ul style="list-style-type: none"> Missing/Broken Cover Plates 	<ul style="list-style-type: none"> SHOW photo U-102 EXPLAIN the deficiency shown is rated as SEVERE because the cover plate is missing and it automatically generates a Health and Safety concern
7.12 Patio/Porch/Balcony	
<ul style="list-style-type: none"> Baluster/Side Railings Damaged 	<ul style="list-style-type: none"> SHOW photo U-104 EXPLAIN the photo shows No Observed Deficiency because there currently is no spalling deficiency for Patio/Porch/Balcony SHOW photo U-103 EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Health and Safety concern
7.13 Smoke Detector	

Inspectable Item	Notes
<ul style="list-style-type: none"> Missing/Inoperable 	<ul style="list-style-type: none"> SHOW photo U-108 EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Life Threatening Health and Safety concern SHOW photo U-112 EXPLAIN the deficiency shown is rated as SEVERE and automatically generates a Life Threatening Health and Safety concern
7.14 Stairs	
<ul style="list-style-type: none"> Broken/Damaged/Missing Steps 	
<ul style="list-style-type: none"> Broken/Missing Hand Railing 	
7.15 Walls	
<ul style="list-style-type: none"> Bulging/Buckling 	

Inspectable Item	Notes
<ul style="list-style-type: none"> Damaged 	<ul style="list-style-type: none"> SHOW photo U-118 EXPLAIN the deficiency shown is rated as MAJOR because the damage is greater than 8 1/2" x 11" but does not penetrate into the adjoining space SHOW photo U-122 EXPLAIN the deficiency shown is rated as MAJOR because the damage is greater than 8 1/2" x 11" but does not penetrate into the adjoining space SHOW photo U-124 EXPLAIN the deficiency shown is rated as MAJOR because the crack is larger than 1/8" wide and smaller than 11" long SHOW photo U-125 EXPLAIN the deficiency shown is rated as MAJOR because the damage is greater than 8 1/2" x 11" but does not penetrate into the adjoining space SHOW photo U-126 EXPLAIN the deficiency shown is rated as SEVERE because the hole penetrates into the adjoining room
<ul style="list-style-type: none"> Damaged/Deteriorated Trim 	
<ul style="list-style-type: none"> Needs Paint 	<ul style="list-style-type: none"> SHOW photo U-132 EXPLAIN the deficiency shown is rated as MAJOR because the area affected is greater than 4 square feet
<ul style="list-style-type: none"> Water Stains/Water Damage/Mold/Mildew 	<ul style="list-style-type: none"> SHOW photo U-136 EXPLAIN the deficiency shown is rated as MAJOR because the damage exists over a large area (visually estimated at more than 4 sq. ft.)

Inspectable Item	Notes
7.16 Windows	
<ul style="list-style-type: none"> Cracked/Broken/Missing Panes 	<ul style="list-style-type: none"> SHOW photo U-145 EXPLAIN the deficiency shown is rated as SEVERE because the windowpane is broken. This automatically generates a Health and Safety concern. EXPLAIN the photo is also rated SEVERE under UNIT, WINDOWS, SECURITY BARS PREVENT EGRESS This automatically generates a Life Threatening Health and Safety concern.
<ul style="list-style-type: none"> Damaged Window Sill 	
<ul style="list-style-type: none"> Deteriorated/Missing Caulking/Seals 	
<ul style="list-style-type: none"> Inoperable/Not Lockable 	
<ul style="list-style-type: none"> Peeling/Needs Paint 	
<ul style="list-style-type: none"> Security Bars Prevent Egress 	



Activity

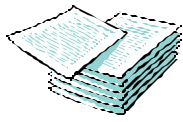
PASS out Activity 5 to the group

INSTRUCT the group to complete the following steps:

- Review the pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss the deficiency shown in the picture with the group
- Rate the deficiency

REVIEW the answers

- **Photo #1 U-7**
Inspectable Area: Unit
Inspectable Item: Bathroom
Observed Deficiency: Plumbing - Clogged Drains
Rating: Severe (automatically generates a Health and Safety concern)
- **Photo #2 U-93**
Inspectable Area: Unit
Inspectable Item: Lighting
Observed Deficiency: Missing/Inoperable
Rating: Minor
- **Photo #3 U-107**
Inspectable Area: Unit
Inspectable Item: Smoke Detector
Observed Deficiency: Missing/Inoperable
Rating: Severe (automatically generates a Life Threatening Health and Safety concern)
- **Photo #4 U-146**
Inspectable Area: Unit
Inspectable Item: Windows
Observed Deficiency (2): Cracked/Broken/Missing Panes; Security Bars Prevent Egress
Rating: Severe (automatically generates a Health and Safety concern); Severe (automatically generates a Life Threatening Health and Safety concern)



Homework

PASS out homework assignment #2

INSTRUCT participants to complete homework for the following class day

REVIEW homework with class the morning the homework is due
(Refer to homework packet for answer key)